

# DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

## Department Summary

### *Mission Statement*

To provide the physical, financial, and technical infrastructure to support state departments and agencies in accomplishing their missions.

### *Department Goals*

To strive for quality and consistency in the delivery of essential support services to other state departments and agencies. The department's activities reflect a continuing commitment towards cost efficiency, productivity, relevancy and timeliness of services.

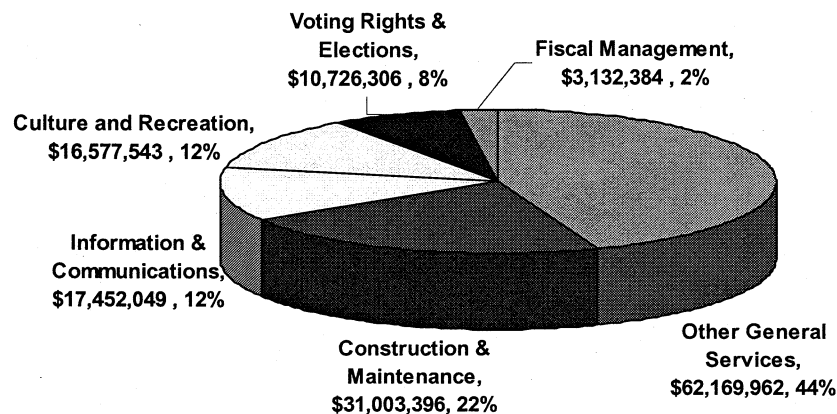
### *Significant Measures of Effectiveness*

1. Average in-house time to process payments to vendors (days)
2. Percentage of production jobs run on schedule
3. The average cost of change orders as a percentage of average actual construction cost

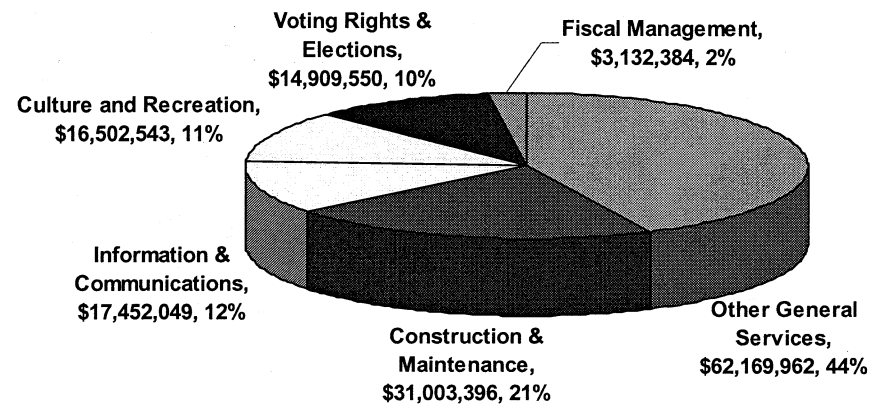
<u>FY 2010</u>	<u>FY 2011</u>
5	5
99	99
3	3

### FB 2009-2011 Operating Budget by Major Program Area

#### FY 2010



#### FY 2011



## DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

### MAJOR FUNCTIONS

- Maintains the State's accounting systems; records the State's financial transactions; verifies expenditures before payments; audits fiscal records of State agencies.
- Coordinates and directs engineering, architectural, office leasing, and centralized services that include public building and school repair and maintenance, custodial services, and grounds maintenance.
- Administers the statewide information processing and telecommunication services and programs.
- Performs land survey work for government agencies.
- Preserves government records and historical material.
- Administers the State's risk management activities.
- Manages the State's motor pool and parking activities.
- Coordinates procurement activities under Chapter 103D and 103F, HRS.
- Manages and operates Aloha Stadium; guides and promotes culture, the arts, history and humanities.
- Directs the statewide elections systems; ensures full disclosure of campaign contributions and expenditures.

### MAJOR PROGRAM AREAS

The Department of Accounting and General Services has programs in the following major program areas:

#### **Formal Education**

AGS 807 School Repair & Maintenance,  
Neighbor Island Districts

#### **Culture and Recreation**

AGS 818 King Kamehameha Celebration  
Commission  
AGS 881 State Foundation on Culture &  
the Arts  
AGS 889 Spectator Events and Shows –  
Aloha Stadium

#### **Government-Wide Support**

AGS 101 Statewide Accounting Services

AGS 102 Expenditure Examination  
AGS 103 Recording and Reporting  
AGS 104 Internal Post Audit  
AGS 111 Archives - Records Management  
AGS 131 Information Processing &  
Communications Services  
AGS 203 State Risk Management and  
Insurance Administration  
AGS 211 Land Survey  
AGS 221 Public Works – Planning, Design,  
& Construction  
AGS 223 Office Leasing  
AGS 231 Central Services – Custodial  
AGS 232 Central Services – Grounds  
Maintenance

AGS 233 Central Services - Building  
Repairs and Alterations  
AGS 240 State Procurement  
AGS 244 Surplus Property Management  
AGS 251 Automotive Management - Motor  
Pool  
AGS 252 Automotive Management –  
Parking Control  
AGS 871 Campaign Spending Commission  
AGS 879 Office of Elections  
AGS 891 Wireless Enhanced 911 Board  
AGS 901 General Administrative Services

**Department of Accounting and General Services**  
**(Operating Budget)**

		Allocation		
		FY 2009	FY 2010	FY 2011
<b>Funding Sources:</b>	Positions	688.50	646.00	646.00
General Funds	\$	70,401,722	64,845,376	64,999,932
		56.50	58.00	58.00
Special Funds		22,282,593	22,561,269	22,486,269
		2.50	2.50	2.50
Federal Funds		8,260,245	8,261,457	8,261,457
		5.00	5.00	5.00
Trust Funds		4,670,814	665,331	4,694,019
		34.00	35.00	35.00
Interdepartmental Transfers		10,605,689	11,261,875	11,261,875
		44.00	48.00	48.00
Revolving Funds		33,438,185	33,466,332	33,466,332
		0.00	0.00	0.00
Other Funds		226,690	0	0
		830.50	794.50	794.50
<b>Total Requirements</b>		<b>149,885,938</b>	<b>141,061,640</b>	<b>145,169,884</b>

**Major Adjustments in the Executive Budget Request:** (general funds unless noted)

1. Deletes 42.50 vacant permanent and 4.50 vacant temporary positions and \$1,735,303 in personal services.
2. Deletes \$2,500,000 for risk management insurance premiums and claims.
3. Changes the means of financing of \$500,000 from general to interdepartmental transfer funds for the Information Communication and Services Program.
4. Deletes \$300,943 from grants and community projects for the State Foundation on Culture and the Arts.
5. Changes the means of financing for 4.00 positions and \$335,247 from general funds to the State Risk Management Revolving Fund.
6. Increases the Aloha Stadium Special Fund ceiling by \$173,194 for fringe benefit and pay increases for part-time intermittent workers.
7. Deletes 6.00 vacant positions and \$784,424 from the Custodial Services Program.
8. Deletes 5.00 vacant positions and \$824,135 from the neighbor island schools repair and maintenance program.
9. Deletes \$1,037,279 from the Office Leasing Program.

**Department of Accounting and General Services**  
**(Capital Improvements Budget)**

	<u><b>FY 2010</b></u>	<u><b>FY 2011</b></u>
<b>Funding Sources:</b>		
General Obligation Bonds	65,000,000	105,597,000
<b>Total Requirements</b>	<u>65,000,000</u>	<u>105,597,000</u>

**Highlights of the Executive CIP Budget Request:** (general obligation bonds unless noted)

1. Provides \$3,365,000 in both FY 10 and FY 11 for Capital Improvements Program Staff Costs to fund cost related to wages and fringes for permanent, projected-funded staff positions.
2. Provides \$19,049,000 in FY 10 and \$26,007,000 in FY 11 for Energy Conservation and Sustainable Design Improvement projects for energy savings performance contracting.
3. Provides \$14,661,000 in FY 10 and \$11,228,000 in FY 11 for improvement and maintenance of public facilities and sites.
4. Provides \$15,000,000 in FY 10 and \$55,597,000 in FY 11 for health and safety projects at the Aloha Stadium.
5. Provides \$8,925,000 in FY 10 and \$5,400,000 in FY 11 for critical telecommunications systems for the Information Communications Systems Division.